

Job Title: Performing Arts Student Support Technician
Hours per week: 20
Number of positions: 1
Length of Employment: January 7, 2018 – May 11, 2018
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Dr. Sheila Rocha

Department Name & Code: Performing Arts - 179
Location: Performing Arts Fitness Center Rm 106
Classification: **Must have** Federal or State Work-Study only
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: IAIA's Performing Arts department is committed to providing opportunities for our IAIA scholars to learn alongside industry professionals in an atmosphere that provides valuable resume-building experience. The student workers will have both technical and clerical duties and serve as production support for any student performances, as well as manage and maintain musical instrument inventory.

Job Description/Responsibilities:

Under regular guidance:

- ◆ Assist as needed in all areas of performance arts including technical theater
- ◆ Maintain and inventory musical instruments and equipment
- ◆ Clerical support as needed
- ◆ Production work that could include ushering and house management. Will include some lifting of up to 30 lbs
- ◆ Supervise fellow students and work with visiting artists
- ◆ Maintain a professional demeanour as a representative of IAIA and the Performing Arts Department

General Qualifications:

- ◆ General knowledge of theater or film technology preferred
- ◆ Assist as needed in all areas of performing arts
- ◆ Maintain a cumulative grade point average of 2.5 or higher
- ◆ Be at least a part-time student (6 credit hours)
- ◆ Be eligible for Federal or State Work Study
- ◆ Have the ability to lift up to 30 lbs
- ◆ Sound experience a plus

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).